

# **MICHIGAN STATE CAPITOL COMMISSION**

## **POSITION DESCRIPTION**

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT.

**POSITION:** BIM/Revit/IT Specialist  
**AGENCY:** Michigan State Capitol Commission  
**DIVISION:** Capitol Facilities Office  
**SALARY SCHEDULE RANGE:** I (\$53,850-\$82,497)  
**STATUS:** Full-time

### **GENERAL DESCRIPTION OF POSITION:**

Located in the Michigan State Capitol building, an award winning and National Historic Landmark, this employee, under the supervision of the Capitol Facilities Director, will be responsible for the procurement, implementation and oversight of IT systems ranging from computerized maintenance management software, creation of Building Information Modeling files, 3D Revit files produced from exterior and interior FARO scanning equipment and other software programs as referenced below.

In addition, this individual will be required to work with a partner IT agency currently providing all computer, network and server support. This employee will concentrate in this area of specialization while providing backup support to other areas of concentration. Performs assignments with minimal supervision and assistance.

### **EXAMPLES OF WORK:**

- Establishes, maintains and updates Computerized Maintenance Management Software (CMMS), development of BIM files and 3D Revit drawings from building scans. Participates as a team member to identify and customize programs for project requirements.
- Creates and maintains management software for historical maintenance master planning software, archival storage (both photographic and text), web-site management, and security camera management.
- Administers central file storage system. Transfers hard copy into digital format. Maintains approved file naming conventions for existing and new documents.
- Facilitates and oversees the management and storage of turnover standards and turnover documentation as generated from all projects, capital and remodeling.
- Manages all processes and initiatives pertaining to the building and facilitates special requests from interested parties, stakeholders, etc.
- Develops and maintains project plans including activity and cost analysis.

- Works with vendors to ensure best pricing, service and quality of products.
- Performs analysis, testing, implementation, configuration and maintenance of computer software and utilities; test and evaluate new releases, including backup/recovery. Includes primary responsibility within the agency for the monitoring and support of all facilities maintenance management programs.
- Ensures new software and utilities comply with agency network hardware, operating system and utility software.
- Diagnoses problems, deficiencies and abnormal conditions, and initiates actions to ensure that they are resolved properly and in a timely manner.
- Provides proactive communication with team members and management on the status of problems and requests, including follow-up after problems are resolved.
- Performs other duties as assigned.

## **GOALS**

- Displays a team-oriented attitude toward co-workers and other staff.
- Provides high-quality services and products to commissioners, co-workers and customers.
- Acts in a professional manner.
- Takes initiative in improving one's knowledge, skills, and judgments so as to better serve the Capitol Commission.

## **KNOWLEDGE, SKILLS AND ABILITIES THE EMPLOYEE SHALL EXHIBIT:**

- Ability to confidently use standard hardware, operating system, and print functions of a PC.
- Ability to confidently implement TCP/IP services including connecting mobile devices to Wi-Fi networks.
- Ability to deal effectively with multiple problems and assignments, and to establish accurate priorities of work to be performed.
- Expert knowledge of AutoCAD including the ability to prepare dimensional and installation drawings (plant/facility engineering).
- Ability to revise and update existing drawings reflecting design and/or observed variances.
- Skilled in using Microsoft Office applications (Word, Excel, Outlook).
- Knowledgeable of standard drafting practices and procedures.

- Ability to communicate clearly and effectively to both technical and nontechnical people. Must be able to present complex problems and information, both verbally and in writing, clearly and concisely.
- Ability to quickly assimilate oral and written data, analyze facts and draw logical conclusions.
- A capability and eagerness to recommend improvements to the agency technical and business processes, and to become involved in opportunities for improvement.

### **QUALIFICATIONS FOR THE POSITION:**

- Bachelor's or Master's Degree in Engineering, AutoCAD, Database Management or equivalent similar field.
- Three or more years documented experience with one, or more of the following: Autodesk Revit, Structured Query Language (SQL), Architecture, relational databases, archival document storage, computer programming, Building Information Modeling (BIM).
- One to three years of experience in information technology, including proven experience in computer operations, systems administration.
- Must be able and willing to work nonstandard work shifts and overtime as required.
- Equivalent combination of education and experience acceptable.